G. N. 1910

120 of 1910.

SL. No. 1

The Schedule of the Fifth of the

G.R.S

G. R. S. 59]

GENERAL AND REVENUE SECRETARIAT.

1910 11 V

(G. III.)

File No. 120

Serial Nos. 1.

Papers Filed.

Month October 1910

SUBJECT.

Schedule of the Roll of the G.R.S.

PREVIOUS REFERENCES.	LATER REFERENCES.

G.R.S.11] 190 - 11

GENERAL AND REVENUE SECRETARIAT

(Genl Instn)

NOTES.

File No. 120/11

FILE HEADING.

Schools of Eth. for G.R.S.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First sheet.

GPB—30,000—3-1-07.

G. R. S. 12]
General and Revenue Secretariat.

G.M. File No. 120 of 1910-11

Serial No.

1 The annual Schedule of the Estt of the G.H.S is prepared & Subd herewith along with those of the Estts of Sir P.N.K & Guests Quarters Subd with a draft forwarding the same to the Comptroller

26.9.10 [illegible]

2 To the Comptroller

No. G. 2275. dt. 30.9.10

Forwards herewith annual Returns of Establishments for the year 1910.

1 Schedule of Estt of the G.H.S

2 Do Sir P.N. Krishna Murthi

3 Do Government Houses

(5 sheets) under the Govt Resolution.

(5) 3 This may now be filed.

KG.-129 6/1 6/1

For Br V.

G.R.S. 29A]

190 .

From

Secy to the Govt of His Highness
The Maharaja of Mysore,
Genl. and Rev. Dept.

29.9.10 3-20 pm

To The Comptroller

Dated

Despatched 30.9.1910

Received

General No. C 2225

No. Secy 120-10-1

ENCLOSURE No. 3

Has the honor to forward herewith the annually noted annual returns of establishments for 1st July 1910

1. Schedule of Estt of the G.R.S.
2. — do — Sir P.N. Krishnamurthi K.S.
3. — do — Govt horses working under the Genl & Rev Secy.

B.O

for Secretary

26.9.10

FINANCIAL DEPARTMENT.

TREASURY ACCOUNT.

ANNUAL RETURNS OF ESTABLISHMENTS FOR 1ST JULY 1910.

Circular No. 2-25—*T. A. D. I.* 773, *dated* 24*th June* 1910.

1. The Comptroller has the honor to request that the officers named below will be so good as to furnish this office with their Annual Returns of fixed establishments for the 1st July 1910 prepared in accordance with the instructions laid down in pages 26, 27 and 28 (Chapter 5), Volume I of the Seventh Edition of the Civil Account Code, *so as to reach this office not later than the* 15*th August* 1910.

2. The returns should be prepared on *no other* than the prescribed *printed* form to be had from the Superintendent of Stationery, and should show accurately the establishment as it exists on 1st July. In preparing it, the following instructions should be carefully attended to :—

(*a*) The name, designation and pay of every gazetted officer, clerk, or menial servant holding a permanent appointment, whether on duty or absent on leave, or deputation, or under suspension, should be distinctly shown.

(*b*) The date of birth, year, month and day of the appointment and of appointment to present post, and of promotion to present pay of each person, as well as the number and date of the Government Orders creating the post, should be clearly entered in the appropriate columns of the statement, the exact date of birth by Christian era should be given as directed in Government Order No. Fl. 8225-67—S. A. 715-06, dated 2nd May 1907, and this office Circular No. 6402-70—A. C. 1036, dated 8—15th May 1907. If the month and the year is known, but not the exact date, the 15th of the month, and if the year only is known the 1st July should be taken as the date of birth. This date can only be altered under the orders of Government, except in the case of a clerical error. It should be noted that the column "Promotion to present pay" is to be filled in, only when the pay is progressive and the incumbent of the appointment is drawing pay in excess of the minimum.

(*c*) The return should show accurately the sanctioned scale of *permanent establishment*, and so will include every post, whether filled up or not. If a post be vacant, the word *vacant* should be set against it in the column of "*Name of incumbent.*"

(*d*) The names of *gazetted officers should be entered first*, and beneath them those of the clerks and servants in order of sections of the establishment : *there should be a separate total for each section*, the grand total being taken at the foot.

(*e*) The columns of *Minimum* and *Maximum* pay of post should be filled up *only* when the pay is progressive, *i.e.*, rises from a minimum to a maximum by annual increments ; and if any annual increment is given with effect from 1st July, it should be included in the return, and compared with the certificate (in Form No. 8) required under Article 62 of the Civil Account Code, which would accompany the July bill.

The name of any person acting in an appointment, as well as the acting allowance paid to him, should be shown in the column "*Name of incumbent*" beneath the name of the absentee for whom he is officiating.

(*g*) If the acting incumbent holds a permanent appointment upon another establishment, the fact should be stated, and the entry should be supported by a certificate from the head of that other establishment.

(*h*) If any person on the establishment has attained the age of fifty-five years, the number and date of the orders of Government or other competent authority permitting his retention in the service, should be quoted in a note at foot of the return, and the period for which his retention has been authorized should also be mentioned. If no orders have been received, the number and date of the application for sanction to his retention should be noted.

(*i*) A detailed statement in Form 4 should be given at back of the original return Form 3, showing new names of non-gazetted officers which are not found in the return of the previous year ; and when these new names include those of persons who have entered Government service for the first time, a reference should be given to the bill with which their age and health certificates were furnished : and if they include the names of persons transferred from another appointment, those appointments should be specified, as well as the date from which the transfers have effect. Columns are also provided in Form 4 for information required

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COMPTROLLER'S OFFICE,
T. A. D., dated 24th June 1910.

Circular No. 2126—*T. A. D. I.* 773.

Copy forwarded to..... with a request that he will be so good as to see that the Return is forwarded to this office in due time, and errors, etc., which formed the subject of correspondence in previous years, are guarded against.

The omissions and inaccuracies noted below were commonly found in the Returns for previous years, and special care should be taken that such mistakes are not repeated :—

1. Names of gazetted officers omitted to be entered.
2. Date of birth not shown, or found to disagree with that shown in previous year's Return, without the Government sanction to the alteration being furnished.
3. Dates of appointment to present pay and post not shown, or incorrectly entered.
4. Name of office from which an employee was transferred not stated, and in the case of a new employee, reference to the Establishment Pay Bill with which his Health Certificate was forwarded, not given.
5. Order creating the post, or sanctioning the allowance, not stated or incorrectly quoted.
6. The permanent appointments of acting incumbents not noted.
7. Certificate of comparison of the Return with the Service Book omitted.
8. Detailed statement of new names not furnished.
9. District serial numbers of policemen not given.
10. Separate Returns for Local Fund Establishments were not sent.

J. S. CHAKRAVARTI,
Comptroller.